Global Business Services

ENCOMPASS

State of Indiana

COA Handbook

Version 1.0

Publish Date:
June 11, 2007

Submitted by:
Team IBM

Contract No:
6-11/6-12

Document Control

Record of Changes

Version No.	Version Date	Section(s) Affected	Description of Change	Change Made By	Organization

Document Approval

Date:	Signed by:
Date:	**Signed by:**

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Executive Summary

The purpose of this handbook is to provide a listing of the chartfields that will be used going forward in the ENCOMPASS implementation of the Chart of Accounts on January 02, 2008. This document describes each of the chartfields that will be in place, the purpose of the chartfield and other pertinent information that will be useful to the agency user as they work in the new ENCOMPASS system doing their daily tasks.

It is hoped that this document will be used as a guide to the user in understanding the new chart of accounts.

Business Unit Chartfield

The Business Unit chartfield section of the handbook will provide basic information on the following:

- The definition and purpose of the Business Unit chartfield;
- Chartfield basics;
- What has changed in the Business Unit chartfield;
- Interunit processing; and
- Workflow approval.

Definition and Purpose

Definition: The Business Unit is the principal unit of financial accountability within State government.

Purpose: The Business Unit will be assigned centrally in a manner that best supports statewide internal financial control objectives and reflects financial responsibility.

Chartfield Basics

Field Length: The Business Unit chartfield is configured as a five (5) numeric character field.

Required/non-required: The Business Unit chartfield will be required for all transactions.

Values: Generally, the Business Unit will be the same as the agency's Distributional Agency number in GEAC plus two leading zeros "00".

Business Unit Chartfield

What Has Changed?

A single financial transaction now can be recorded against multiple Business Units. (See the Interunit Processing and Workflow Approval subsections below)

Interunit Processing

TBD

Workflow Approval

TBD

Fund Chartfield

Objectives

The Fund Chartfield section of the handbook will provide basic information on the following:

- The definition and purpose of the Fund chartfield;
- Chartfield basics;
- What has changed in the Fund chartfield;
- The new Fund attributes;
- Intra Fund processing;
- Federal funds;
- Commitment Control;
- Combination Editing Rules; and
- The new process for setting up a new Fund chartfield.

Definition and Purpose

Definition: Fund is the primary means within a Business Unit for tracking and relating specific sources and uses of revenues or budget authority.

Purpose: Funds are self balancing sets of accounting records. Each Business Unit will have at least one fund, however most will have multiple funds, one for each State appropriation, Federal Granting Agency, or other source of spending authority.

Fund Chartfield

Chartfield Basics

Field Length:	The Fund chartfield is configured as a five (5) numeric character field.
Required/non-required:	The Fund chartfield will be required for all transactions.
Values:	The first numeric value will denote the fund type: • 1 – 2: General Funds • 3 – 5: Special Revenue Funds • Federal Special Revenue Funds • Capital Project, Debt Service, and Permanent Funds • Fiduciary Funds • Internal Service and Proprietary Funds

What Has Changed?

The Fund chartfield will replace the current Fund/Center combination in GEAC.

The numbering of the new Fund chartfield values will not be a direct correlation to the current Fund and Center values in GEAC.

Where other fields or combinations of fields serve the current purpose of capturing financial information, such as location or project, certain existing fund/center combination have been combined where only one Fund value is used.

The Locality chartfield will be used to distinguish the different locations.

Fund Chartfield Attributes: There will be eight new Fund Chartfield Attributes assigned to a Fund to associate every financial transaction to these related attributes. (See Chartfield Attributes subsection below)

A single financial transaction now can be recorded against multiple Funds. (See Intrafund Processing subsection below)

The Structure and Financial Rules Regarding Federal Funds have changed significantly. (See Federal Funds subsection below)

Appropriations and Allotments have been established for All Funds. All Funds are now subject to Commitment Control. (See Commitment Control Subsection below)

Fund Chartfield

Chartfield Attributes

Every Fund chartfield value will be assigned the eight Fund Chartfield Attributes listed below:

- Legal Fund – One or more Fund chartfield values will be combined into a Legal Fund classification based upon the Fund Definition per the State of Indiana Compiled Statutes.
  - Generally corresponds to the 4 digit fund in GEAC.
- CAFR Fund – One or more Fund chartfield values will be combined into a CAFR Fund classification based upon Generally Accepted Accounting Principles.
  - The CAFR Fund will correspond to the Legal Fund, unless grouping certain funds per the Legal Definition would be inappropriate for Financial Reporting purposes.
- Fund Type – Used to denote how a fund should be reported for financial reporting purposes:

AF	=	Agency Funds
CP	=	Capital Project Funds
DS	=	Debt Service Funds
EF	=	Enterprise Funds
GF	=	General Funds
IS	=	Internal Service Funds
PE	=	Permanent Funds
PT	=	Pension Trust Funds
PP	=	Private Purpose Trust Funds
SR	=	Special Revenue Funds

Fund Chartfield

- Funding Source – This attribute represents the primary funding source for the fund.
  - F Federal (Any Fund with Any Federal Funding will be denoted as Federal)
  - G State General Fund (A Fund that receives State General Fund Appropriations)
  - D State Dedicated Fund (A Fund that receives State Appropriations entirely from Non-General Fund State Sources)
  - L Local Funds (A Fund that solely represents Funds Held for Local Governments)
  - P Private Grant Funds (A Fund that solely represents Grants from Private Entities)
- Control Code – This attribute signifies how the remaining budgeting balance in a Fund is accounted for at the close of a fiscal year.
  - 3 Reverting, receipt of revenue has no budgetary impact
  - 4 Limited reverting, only funds that have not been allotted revert, receipt of revenue has no budgetary impact
  - 5 Non-reverting, receipt of revenue increases appropriations
  - 6 Non-reverting, receipt of revenue increases appropriations and allotments
  - 7 Non-reverting, receipt of revenue has no budgetary impact.

- Function of Government – Determines the Financial Reporting Classification and Budgetary Classification for Expenses and Program Revenues.

- Location Type – Identifies the Type of Location Information to be captured within the Locality chartfield for this Fund and whether the Locality chartfield will be required for Income Statement / Operations transactions.

- Interest Income – Identifies whether interest earned on behalf of the cash balance in this fund must be retained in this fund or if this interest earned can be reported with interest income of State Surplus funds in the General Fund.
  - IR Interest Income must be retained within this Fund
  - IS Interest Income can be treated as Interest Income of State Surplus Funds in the General Fund.

Fund Chartfield

Intraunit Processing

TBD

Federal Funds

The federal appropriation and allotment for each federal grant, federal appropriation award and other federal receipts will be reported in a Federal Fund.

Each state functional agency will have one Federal Fund for each Federal Agency for which it receives federal funds with two exceptions:

If the Federal transactions in the FY 2006 CAFR were reported within a major fund, then there would also be a separate federal fund for each major fund by each state functional agency.

If the State Agency has Federal Funds of Multiple Fund Types for CAFR reporting (Special Revenue, Capital Projects, etc.), there would be one Federal Fund per Fund Type per Federal Granting Agency for each State Agency.

For federal receipt of funds with required matching components, the appropriation and allotment for State and Local Matching funding must be reported in separate State Fund(s).

The structure of the State Matching Funds, whether an agency has one State Fund for all grants, a State Fund for every grant or some combination of the two will be determined based upon the applicable State Appropriation and State Statute requirements.

The appropriation and allotment for the state and local matching component related to federal functions will be transferred on a regular basis, generally quarterly, to the Federal Fund(s) via the appropriate transfer process being administered by the State Budget Agency and the Auditor of State's office.

All transactions related to the federal function, including those associated with the state and local matching percentages will be accounted for in the Federal Fund.

The Fund Distribution Process through the use of Activity Codes, the Funding Source/Source Category and, where required, the Source Subcategory will be utilized to segregate federal, state and local transactions for:

- Federal financial reporting
- Federal cash drawdown calculations
- OMB A-133 audit processes

Fund Chartfield

Commitment Control

All Funds including Federal Grant Funds, State Matching Funds, Internal Service Funds and Fiduciary Funds will be required to establish appropriations and allotments for commitment control purposes.

Combination Editing Rules

Generally, the Fund chartfield value is a valid value for a transaction with a single predetermined Business Unit.

Exception – Federal Funds will be established at the Functional Business Unit level.

Multiple Distributional Business Units within a single Functional Business Unit could share the same Federal Fund if both received funds from the same Federal Granting Agency.

How to Set Up a New Chartfield Value?

Agencies will submit requests for new chartfield values through the agency's budget analyst.

New Fund chartfield values will be reviewed centrally by the Statewide Financial Policy Group to ensure the requested values are unique, that the values are consistent with the prescribed Fund chartfield configuration rules and do not duplicate existing values.

Once values are approved by the Financial Policy Group, they will be forwarded to GMIS to be created in ENCOMPASS.

Note: When an agency requests a new Fund chartfield value be created, they should provide the recommended fund attribute value for each of the eight Fund Chartfield Attributes.

Account Chartfield

Objectives

The Account Chartfield section of the handbook will provide basic information on the following:

- The definition and purpose of the Fund chartfield;
- Chartfield basics;
- What has changed in the Account chartfield;
- The new Account Attributes;
- Transfers vs. Revenue/Expense;
- Purchasing Assets – Capital Assets;
- Workflow Approval; and
- The new process for setting up a new Account chartfield.

Definition and Purpose

Definition: The account number is used in the traditional manner for classifying specific transactions according to the nature of the receipt, expenditure or effect on the financial position of the Fund or entity.

Purpose: Separate sets of accounts will be used to achieve the objectives of proper finance and budget control. Each is maintained in separate ledgers: the Financial Ledger and the Commitment Control Ledger.

Chartfield Basics

Field Length: The Account chartfield is configured as a six (6) numeric character field.

Required/non-required: The Account chartfield will be required for all transactions.

Values: A single set of financial account numbers are used and cross all Business Units.

Account Chartfield

Chartfield Basics (continued)

Account Type – The first numeric value.

1	=	Asset
2	=	Liability
3	=	Fund Balance
4	=	Revenue
5	=	Expense
7	=	Other Financing Sources & Uses

Account Subtype – Denoted by the second digit within each Account Type.

11	=	Cash
12	=	Investments
13	=	Loans
14	=	Receivables
15	=	Capital Assets
16	=	Inventory & Collections
17	=	Intergovernmental Assets
18	=	Pension & OPEB Assets
19	=	Other Assets
21	=	Payables
22	=	Revenue Bonds and Notes
23	=	Accrued Liabilities
24	=	Funds Held for Others
25	=	Debt on Capital Assets
26	=	Loans Payable
27	=	Intergovernmental Liabilities
28	=	Pension & OPEB Liabilities
29	=	Other Liabilities
31	=	Unrestricted Fund Balance
32	=	Restricted-Nonexpendable
33	=	Restricted-Expendable
35	=	Invested in Capital Assets Net of Related Debt
40	=	Revenue Adjustments
41	=	Taxes
42	=	Exchange Revenues (Excluding Sales)
43	=	Sales
44	=	Grant Revenues
45	=	Fines & Penalties
46	=	Forfeitures, Abandoned Property and Donations
47	=	Other Non-exchange Revenues

50	=	Expense Adjustments
51	=	Personal Services & Fringe Benefits
52	=	Utilities
53	=	Contractual Services
54	=	Supplies, Parts & Materials
55	=	Capital Costs
56	=	Distributions to Other Local Governments
57	=	Grants
58	=	Social Service Payments
59	=	Administrative and Operating Expenses
64	=	Internal Service Funds – Revenue
65	=	Internal Service Funds – Expenses
74	=	Other Financing Sources
75	=	Other Financing Users
A	=	Appropriations
L	=	Allotments

What Has Changed?

The Account chartfield will replace the current Object in GEAC.

Account Chartfield Attribute: There will be a new Account Chartfield Attribute assigned to each Account to denote the Account type. (See Chartfield Attributes subsection below)

The process for when a transfer account should be used vs. when a Revenue or Expense account should be used has been revised in the new Chart of Accounts to comply with Generally Accepted Accounting Principles. (See Transfers vs. Revenue/Expense subsection below)

Account Chartfield

What Has Changed? (continued)

The process for recording the Purchase of Capital Assets into the Asset Module has been revised in the ENCOMPASS system. (See Purchasing Assets – Capital Assets subsection below)

Specific Workflow Approval rules will be established for certain Account chartfields, such as Capital Assets, Leases, Transfers, and Prior Period Adjustments. (See Workflow Approval subsection below)

Chartfield Attributes

A new Account Chartfield attribute was created to signify Account Type:

A	=	Asset
L	=	Liability
F	=	Fund Balance
R	=	Revenue
E	=	Expense
S	=	Other Financing Sources
U	=	Other Financing Uses

Transfers vs. Revenue / Expense

TBD

Purchasing Assets – Capital Assets

TBD

Workflow Approval

The following accounts will require specialized workflow approval rules:

- Capital Assets
- Leases
- Transfers
- Prior Period Adjustments

Account Chartfield

How to Setup a New Chartfield Value?

Agencies will submit requests for new chartfield values through the agency's budget analyst.

New Account chartfield values will be reviewed centrally by the Statewide Financial Policy Group to ensure the requested values are unique, that the values are consistent with the prescribed Account chartfield configuration rules and do not duplicate existing values.

Once values are approved by the Financial Policy Group, they will be forwarded to GMIS to be created in ENCOMPASS.

When an agency requests a new Account chartfield value be created, they should provide the recommended fund attribute value for the Fund Chartfield Attribute.

Program Chartfield

Objectives

The Program Chartfield section of the handbook will provide basic information on the following:

- The definition and purpose of the Program chartfield;
- Chartfield basics;
- What has changed in the Program chartfield;
- Combination editing rules;
- The new process for setting up a new Program Chartfield; and
- Organizational Budgets at program level (Optional by Business Unit).

Definition and Purpose

Definition: The Program chartfield is a classification of an activity according to the purpose or objective of the activity. One initiative, PROBE, supported the identification of these activities and from the resulting report, Program values have been established.

Purpose: The Program chartfield will provide classification and reporting capabilities similar to the "Function of Government" attribute assigned to agencies under the current system only with more flexibility and greater detail.

Chartfield Basics

Field Length: The Program chartfield is configured as a five (5) numeric character field.

Required/non-required: The Program chartfield will be required for all Income statement/Operating transactions. (See What Has Changed subsection below)

Values: The first three digits of the Program chartfield will correspond to a related PROBE classification, if the activity was assigned a related Probe classification. The last two digits can be utilized by agencies to capture programmatic information at a level below the PROBE classifications. If an agency has activities that are not related to its PROBE

Program Chartfield

An agency can establish additional Program chartfield values for these activities.

What Has Changed?

The Program chartfield has no specific equivalent in the current chart of accounts.

Required Chartfield – As noted above, the Program chartfield will now be a required chartfield for all Income Statement/Operating Transactions.

Going forward whenever an agency makes an entry to a Revenue, Expense, Transfer, or Other Financing Sources or Uses account; the transaction will not be processed unless the Program chartfield is populated.

Combination Editing Rules

Combination editing rules for Program chartfield values will be established at the Business Unit and Fund level.

Only the programs approved to be used with a specific Business Unit and Fund combination will be available for selection for transactions within that business unit.

How to Setup a New Chartfield Value?

Agencies will submit requests for new chartfield values through the agency's budget analyst.

New Program chartfield values will be reviewed centrally by the Statewide Financial Policy Group to ensure the requested values are unique, that the values are consistent with the prescribed Program chartfield configuration rules and do not duplicate existing values.

Once values are approved by the Financial Policy Group, they will be forwarded to GMIS to be created in ENCOMPASS.

Using Organizational Budgets (Optional)

The ENCOMPASS system will NOT mandate that agencies develop Organizational Budgets ("Org Budgets") at the Program chartfield level for either Commitment Control or Budget Tracking purposes.

Each agency has the ability to define whether they require an Org Budget at the Program chartfield level of internal agency management and whether that internal Org Budget will be at a Commitment Control or Budget Tracking level.

Department Chartfield

Objectives

The Department Chartfield section of the handbook will provide basic information on the following:

- The definition and purpose of the Department chartfield;
- Chartfield basics;
- What has changed in the Department chartfield;
- The new Department Attribute and the function of this attribute;
- Combination editing rules;
- The new process for setting up a new Department chartfield; and
- Organizational Budgets at Department level (Optional by Business Unit).

Definition and Purpose

Definition: The Department represents an organizational function to which expenditures and other activities must be identified.

Purpose: The Department chartfield will be used to classify transactions according to a defined organizational structure or function.

Chartfield Basics

Field Length: The Department chartfield is configured as a six (6) numeric character field.

Required/non-required: The Department chartfield will be required for all Income Statement/Operating transactions. (See What Has Changed subsection below)

Values: The Department chartfield values will directly correspond to the Department values in the PeopleSoft Human Resources (HR) module. (See What Has Changed subsection below)

Department Chartfield

What Has Changed?

Required Chartfield – As noted above, the Department chartfield will now be a required chartfield for all Income Statement/Operating Transactions.

Going forward whenever an agency makes an entry to a Revenue, Expense, Transfer or Other Financing Sources or Uses account; the transaction will not be processed unless the Department chartfield is populated.

Value Definition: As noted above, the Department chartfield values going forward will directly correspond to the existing values in the PeopleSoft HR module.

Each Department chartfield value will begin with a three digit business unit specific value that is defined in the HR module.

This value is NOT the same value as your Business Unit chartfield value in the ENCOMPASS system.

Department Chartfield Attribute: There will be a new Department Chartfield attribute assigned to every transaction to identify financial transactions related to specific operational activities. (See Chartfield Attributes subsection below)

Chartfield Attributes

Every Department chartfield value will be assigned ONE of the attributes listed below.

No single Department code may be established that has more than one of the following attributes.

Generally, the attribute assigned to the Department chartfield value will represent the primary function of that department.

A revision will be necessary in the case where prior to ENCOMPASS Go-Live there was a single existing department that had a significant number of staff working in two or more of the areas below.

In this case, at the time of conversion an existing department in the HR department may have been divided into two or more distinct departments for HR and ENCOMPASS purposes.

Department Chartfield

Chartfield Attributes (continued)

List of Department Attributes: Each Department code will be assigned one of the following attributes and corresponding attribute values:

Information Technology	=	1
Accounting/Finance	=	2
Human Resources	=	3
Administration	=	4
Marketing/Communications	=	5
Legal	=	6
Auditing	=	7
Purchasing	=	8
Legislative/Policy	=	9
None of the above	=	0

Combination Editing Rules

Combination editing rules will be established where Department chartfield values will only be used with a related corresponding Business Unit chartfield value.

As noted earlier in this document, the first three digits of the Department chartfield will correspond to the unique Business Unit value in the HR module.

This three digit value is NOT the same as the Business Unit chartfield value in ENCOMPASS.

Combination editing rules will still be set so only a Department chartfield value with the corresponding HR module three-digit Business Unit code can be used with the related but unique Business Unit chartfield value for the corresponding agency in ENCOMPASS.

How to Setup a New Chartfield Value?

New Department chartfield values will continue to be assigned by the State Personnel Department.

However, going forward an agency will need to recommend a Department Chartfield Attribute value to be assigned to the new department.

Department Chartfield

How to Setup a New Chartfield Value? (continued)

Before the State Personnel Department approves a new Department and the corresponding Department chartfield value there will also be a central review of the need for the department and the accuracy of the assigned Department Chartfield Attribute.

Using Organizational Budgets (Optional)

The ENCOMPASS system will NOT mandate that agencies develop Organizational Budgets ("Org Budgets") at the Department level for either Commitment Control or Budget Tracking purposes.

Each agency has the ability to define whether they require an Org Budget at the department level of internal agency management and whether that internal Org Budget will be at a Commitment Control or Budget Tracking level.

Locality Chartfield

Objectives

The Locality Chartfield section of the handbook will provide basic information on the following:

- The definition and purpose of the Locality chartfield;
- Chartfield basics;
- What has changed in the Locality chartfield;
- Combination editing rules; and
- The new process for setting up a new Locality chartfield.

Definition and Purpose

Definition: The Locality chartfield identifies a geographic location or geographic area.

Purpose: The Locality chartfield represents a location, region, or other administrative sub-unit related to geographical location associated with a specific transaction.

Chartfield Basics

Field Length:	The Locality chartfield is configured as a ten (10) numeric character field.
Required/non-required:	Generally, Class will not be a required field. There will be a Fund Attribute that will denote if Locality chartfield is a required field on the Income Statement/Operational Transactions for a Fund and the type of geographic information to be reported in the Locality chartfield for that Fund.
Values:	To be determined. The configuration of the Locality chartfield will be unique based upon the type of geographic information being reported in the Locality Field.

What Has Changed?

The Locality chartfield will replace the current Class chartfield. The Class chartfield is now an inactive chartfield.

Locality Chartfield

What Has Changed? (continued)

The valid values within the Locality chartfield for a Fund will be determined based upon a Fund Chartfield Attribute.

This Fund Chartfield Attribute will also denote whether the Locality chartfield is a required field for all Income Statement/Operations transactions.

Within the Locality chartfield there will be a single Statewide designation for each type of geographic location:

Example: Adams County will always be “C001” and a chartfield value that begins will a “C” will always denote the geographic location is a County.

Combination Editing Rules

As noted above, the Fund Chartfield Attribute will determine the valid Locality Values for that Fund and whether the Locality chartfield is required for Income Statement / Operations transactions in this Fund.

How to Setup a New Chartfield Value?

Agencies will submit requests for new chartfield values through the agency’s budget analyst.

New Locality chartfield values will be reviewed centrally by the Statewide Financial Policy Group to ensure the requested values are unique, that the values are consistent with the prescribed Locality chartfield configuration rules and do not duplicate existing values.

Once values are approved by the Financial Policy Group, they will be forwarded to GMIS to be created in ENCOMPASS.

Product Chartfield

Objectives

The Product Chartfield section of the handbook will provide basic information on the following:

- The definition and purpose of the Product chartfield;
- Chartfield basics;
- What has changed in the Product chartfield;
- Combination editing rules; and
- The new process for setting up a new Product chartfield

Definition and Purpose

Definition: The Product chartfield will be used to track costs of goods or services provided to other State Agencies.

Purpose: The Product chartfield will be used by the State's Internal Service Funds to denote the individual good or service being billed to the recipient State Agency.

Chartfield Basics

Field Length: The Product chartfield is configured as a six (6) numeric character field.

Required/non-required: Generally, the Product chartfield will not be a required field. In the case of Internal Service Funds, as denoted by the Fund Type Attribute for Fund chartfields, the Product will be a required chartfield for all Income Statement/Operational Transactions within an Internal Service Fund.

Values: The Product chartfield values will directly correspond to the last four digits of the Other Financing Sources and Uses Account chartfield values for Internal Service Fund activity with the exception of two additional trailing zeros.

Product Chartfield

What Has Changed?

The Product chartfield will only be used by the Internal Service Funds to track the costs of goods or services provided to other State Agencies.

How to Setup a New Chartfield Value?

Agencies will submit requests for new chartfield values through the agency's budget analyst.

New Product chartfield values will be reviewed centrally by the Statewide Financial Policy Group to ensure the requested values are unique, that the values are consistent with the prescribed Product chartfield configuration rules and do not duplicate existing values.

Once values are approved by the Financial Policy Group, they will be forwarded to GMIS to be created in ENCOMPASS.

Incident Chartfield

Objectives

The Incident Chartfield section of the handbook will provide basic information on the following:

- The definition and purpose of the Incident chartfield;
- Chartfield basics;
- What has changed in the Incident chartfield;
- The new process for setting up a New Incident chartfield.

Definition and Purpose

Definition:	Incident is a transactional classification used to track costs associated with a particular event or activity, such as a hurricane or tornado, as determined by the Statewide Financial Policy Group.
Purpose:	The Incident chartfield should only be used as instructed by the Financial Policy Group. This chartfield will be used to accumulate costs related to specific large scale events across multiple agencies.

Chartfield Basics

Field Length:	The Incident chartfield is configured as a ten (10) numeric character field.
Required/non-required:	The Incident chartfield will be a non-required field, unless you are instructed otherwise by the Financial Policy Group.
Values:	Incident chartfield values will be established on a specific event by event basis by the Financial Policy Group.

Incident Chartfield

What Has Changed?

The Incident chartfield is a new chartfield as a means to capture the total cost across multiple State agencies of major events within the State. An example of the use of the Incident chartfield is presented below:

> *If the Incident chartfield would have been in place during the Hurricane Katrina Relief Effort, a specific Incident code would have been assigned to all Hurricane Katrina Relief related costs. This would have allowed the State to easily calculate the total costs the State of Indiana incurred related to this relief effort.*

How to Setup a New Chartfield Value?

New Incident chartfield values will be determined centrally by the Statewide Financial Policy Group as requested by the Office of Management and Budget.

Once values are determined by the Financial Policy Group, they will be forwarded to GMIS to be created in ENCOMPASS.

Budget Reference Chartfield

Objectives

The Budget Reference chartfield section of the handbook will provide basic information on the following:

- The definition and purpose of the Budget Reference chartfield;
- Chartfield basics.

Definition and Purpose

Definition: The Budget Reference is used to identify the State fiscal year associated with the particular transaction.

Purpose: The purpose of the Budget Reference is to eliminate the need for the prior year Fund/Centers for tracking activity against prior year appropriations, grants and other period specific projects/programs.

Chartfield Basics

Field Length: The Budget Reference is configured as a four (4) numeric character field.

Required/non-required: The Budget Reference chartfield will be a required chartfield for all Income Statement/Operational transactions.

Values: Budget Reference chartfield values will correspond to the four digit year for the appropriate State fiscal year.

Project Chartfield

Definition and Purpose

Definition: A Project is an accumulation of costs for a definite period of time.

Purpose: The Project provides a significant portion of the transaction classification capability necessary to track expenses, revenues, asset capitalization and other financial activity in accordance with.

Chartfield Basics

Field Length: The Project chartfield is a fifteen (15) alphanumeric character field.

Required/non-required: See the "When to Use a Project Section" presented below.

Values: The first three characters of the Project chartfield value are identical to the last three digits of the relevant State Agency's Business Unit chartfield value. The last twelve digits of the Project chartfield value are a unique value that signifies the specific project.

NOTE: If one State agency ("State Subrecipient") receives pass through federal funds from another State agency ("State Grantor") the State sub-recipient will use the identical last twelve digits of the Project ID as that used by the State Grantor.

Project Chartfield

What Has Changed?

When to Use a Project:

A Project will be REQUIRED in each of the following instances:

All expenses of federal funds must be reported using Projects, including:

- Federal Grants and Appropriations received.
- Federal Grants and Appropriations passed through to subrecipients within State government; and
- Federal Grants and Appropriations passed through to subrecipients outside of State government.

Any expense that results in the construction of a State capital assets must be reported using Projects, including:

- State construction projects;
- Construction of capital assets by State Agencies; and
- Construction of infrastructure assets by State Agencies.

In cases where there are no federal funds expended or State capital assets constructed, the State Agency has the OPTION to use a Project for the related State function.

State Agencies are allowed to report additional functions as Projects. Examples include:

- Certain State Agencies have decided to exercise the option to require a Project on every transaction.
- In other cases, a State Agency may have a certain State function that they may wish to track as a project due to operational or reporting needs.

Project Structure:

Federal Project Structure: Each State Agency that receives a federal grant will have an individual Project that corresponds to each individual Grant Year Award.

- Agencies are allowed to have multiple “child” Projects that are more detailed in nature under the “parent” project that corresponds to the individual Grant Year Award.

Capital Project Structure: Each State Agency will have an individual Project for each of their distinct Capital Projects.

- Agencies are allowed to have multiple "child" projects that are more detailed in nature under the "parent" project that corresponds to the individual Capital Project.

PROJECT MODULE CONFIGURATION

In addition to the Project chartfield, there are several additional chartfields included in the Project Module. These chartfields are listed below:

- Activity
- Source Type
- Source Category
- Source SubCategory
- Analysis Type

In the following sections of this document each of the above Project Module chartfields are discussed in additional detail.

How to Setup a New Chartfield Value?

Agencies that have been trained on the creation of the Project values will be allowed to setup the values in ENCOMPASS for their use.

Agencies that have not been trained on the Project setup should submit a request to GMIS to be created in ENCOMPASS.

It should be stressed that in creating Project IDs the last 12 characters must be unique within the entire State. The first three characters will be defined by the Business Unit.

The Financial Policy Group will monitor these setups via reporting to enforce the last twelve digits remaining unique.

Activity Chartfield

Definition and Purpose

The Activity chartfield within the Project Module will be used for two distinct purposes:

- Functional Activity
- Distributional Activity

Functional Activity

Definition: The Functional Activity is assigned at the time the transaction is created to classify transactions for Budgetary and/or Reporting purposes.

Purpose: The three primary purposes for the Functional Activity are listed below:

- When a Project requires Commitment Control at a lower level of detail than the Project level, the required budget classifications will be captured in the Activity chartfield.
- When a Project does not require this additional level of Commitment Control, the Activity level will correspond to the classifications required for external reporting.
- For Capital Projects where the same capitalization rate will not be applied to the entire Project, the Activity will also be utilized to identify the varying capitalization percentages for groups of transactions.

Distributional Activity

Definition: The Distributional Activity is assigned in the Activity chartfield on the new transactional lines generated in the Project Module when the original transaction undergoes Funds Distribution. (See the "FUNDS DISTRIBUTION" Section within this document.)

Purpose: The purpose of the Distributional Activity is to identify whether the individual transaction lines generated during Funds Distribution represent the Federal or State share of the original transaction.

Chartfield Basics

Field Length: The Activity chartfield is a seven (7) alphanumeric character chartfield.

Required/non-required: The Activity chartfield will be a required field whenever the Project chartfield is used.

Values: Activity chartfield values will be defined by the agencies with central coordination to ensure that identical Activity chartfield values have a consistent definition State-wide.

Source Type Chartfield

Definition and Purpose

Definition: The Source Type chartfield provides State Agencies with a chartfield to be utilized to meet their external and internal reporting needs not satisfied by the Activity chartfield.

Purpose: For State Agencies that are required for external and internal reporting to report transactional information at a level more detailed or different than the level utilized in the Activity chartfield, the Source Type chartfield will be utilized.

Chartfield Basics

Field Length: The Source Type chartfield is a five (5) alphanumeric character chartfield.

Required/non-required: The Source Type is an optional chartfield within the Project module.

Values: Source Type chartfield values will be defined by the agencies with central coordination to ensure that identical Source Type chartfield values have a consistent definition State-wide.

Source Category Chartfield

Definition and Purpose

The Source Category chartfield within the Project module will be used for two distinct purposes:

- Functional Source Category
- Distribution Source Category

Functional Source Category

Definition: The Functional Source Category is assigned at the time the transaction is created. The Functional Source Category chartfield provides State Agencies with a chartfield to be utilized to assist in properly recording time and labor in the Project Module.

Purpose: For State Agencies that require an additional chartfield in the Project module to properly classify their Time & Labor costs this information should be recorded in the Functional Source Category chartfield.

Distributional Source Category

Definition: The Distributional Source Category is assigned in the Source Category chartfield on the new transactional lines generated in the Project Module when the original transaction undergoes Funds Distribution. The Distributional Source Category will be identical to the Funding Source value in Commitment Control.

Purpose: The purpose of the Distributional Source Category is to denote the funding source for the expenditures after they have undergone Funds Distribution.

Chartfield Basics

Field Length: The Functional Source Category is a five (5) alphanumeric character chartfield.

Functional Source Category

Required/non-required: The Functional Source Category is an optional chartfield.

Values: Functional Source Category chartfield values will be defined by the agencies with central coordination to ensure that identical Source Category chartfield values have a consistent definition State-wide.

Distributional Source Category

Required/non-required: The Distributional Source Category is a required chartfield for all Federal Projects.

Values: Distributional Source Category chartfield values will be centrally defined to correspond to the Funding Source value in Commitment Control.

Source SubCategory Chartfield

Definition and Purpose

The Source SubCategory chartfield within the Project module will be used for two distinct purposes:

- Functional Source SubCategory
- Distributional Source SubCategory

Functional Source SubCategory

Definition: The Functional Source SubCategory is assigned at the time the transaction is created. The Functional Source SubCategory chartfield provides State agencies with an additional chartfield to be utilized to assist in properly recording time and labor in the Project module in a lower level of detail than captured in the Functional Source Category.

Purpose: For State agencies that require a second chartfield in the Project module in addition to the Functional Source Category to properly classify their Time & Labor costs this information should be recorded in the Functional Source SubCategory chartfield.

Distributional Source SubCategory

Definition: The Distributional Source Category is assigned in the Source SubCategory chartfield on the new transactional lines generated in the Project module when the original transaction undergoes Funds Distribution. The Distributional Source Category will allow agencies to capture a lower level of detail related to a funding source than the level captured in Source Category.

Purpose: The purpose of the Distributional Source SubCategory is to capture funding source specific information at a lower level of detail than the Distributional Source SubCategory.

Chartfield Basics

Field Length: The Source SubCategory is a five (5) alphanumeric character chartfield.

Required/non-required: Both the Functional Source SubCategory and the Distributional Source SubCategory are optional chartfields.

Values: The Source SubCategory chartfield values, both Functional and Distributional, will be defined by the agencies with central coordination to ensure that identical Source SubCategory chartfield values have a consistent definition State-wide.

Analysis Type Chartfield

Definition and Purpose

Definition: Analysis Type are assigned to transactions within the Project module to communicate information related to the transaction such as the source of the transaction, what the transaction signifies and how the transaction should be treated within the Project module.

Purpose: Analysis Type is used within the Project module to denote the actions that generated the transaction, to govern how the transaction should be further processed within the Project module, and where applicable to route the transaction to another module within ENCOMPASS.

Chartfield Basics

Field Length: The Analysis Type is a three (3) alphanumeric character chartfield.

Required/nonrequired: The Analysis Type is a required chartfield, however, it is generally system generated based upon the relevant configuration rules.

Values: The Analysis Type chartfield values, will be defined by the agencies with central coordination to ensure that identical Analysis Type chartfield values have a consistent definition State-wide.

Uses of Analysis Type:

There are several key uses that have been identified for Analysis Type. Several of these uses are described below:

- Analysis Type is one of the drivers for determining the transactions within the Project Module that will undergo the Funds Distribution Process as well as identifying the transactions that have already undergone the Funds Distribution Process. (See "Funds Distribution" section below).
- Analysis Type is utilized to identify certain transactions that should be recorded in the Projects Module from a Federal Reporting perspective that should not be posted into the State General Ledger. Potential examples include Third Party Match, In-Kind Contributions, Maintenance of Effort and certain types of Indirect Costs if not directly generated through the Billing Module.
- Analysis Type can also be utilized to determine if a group of transactions are either ready to be billed to the federal government or denote if the transactions have already been billed to the federal government.